TEMERTY FACULTY OF MEDICINE
UNIVERSITY OF TORONTO

Temerty Medicine

Elentra User Guide: Resetting EPA Assessment Expiry Dates –
For Program Directors and Administrators

Every EPA assessment initiated in Elentra has a 7-day expiry date associated with it. This was implemented in order to encourage more timely completion of EPA assessments and more accurate ratings of resident performance. This decision was made in consultation with key stakeholders, our Best Practices in Evaluation & Assessment (BPEA) committee, and in consideration of Elentra assessment completion analyses.
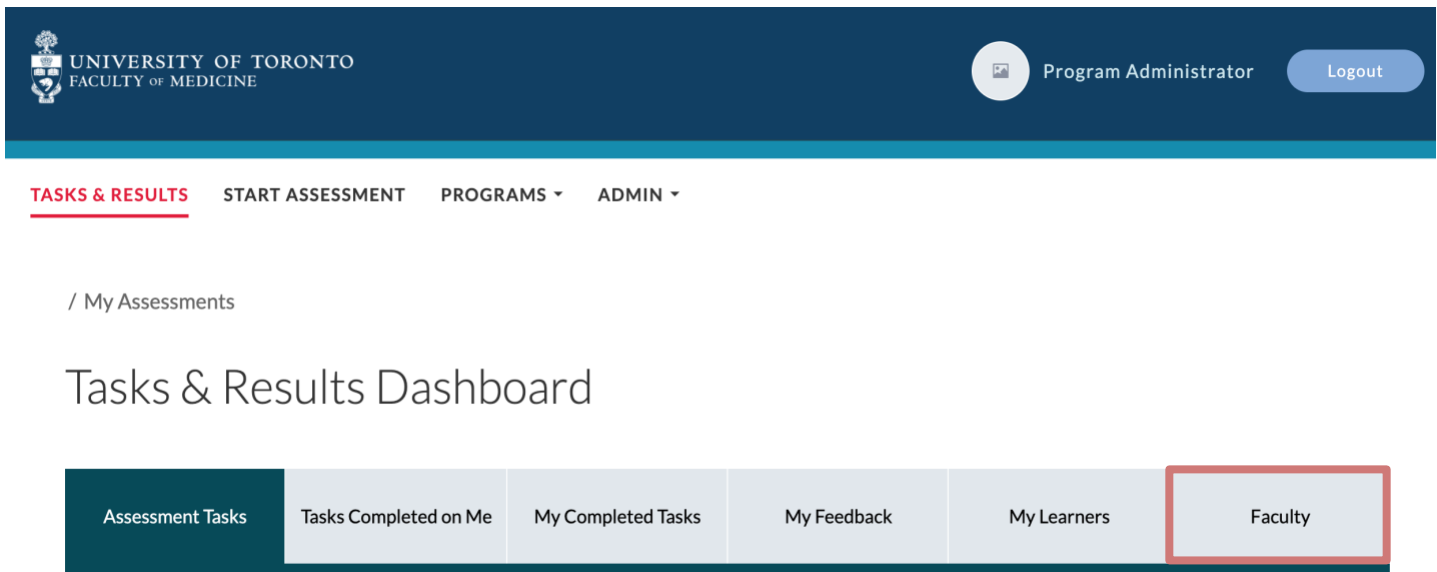
An EPA assessment therefore needs to be completed within 7-days of initiation, otherwise the assessment will become unavailable to both Learners and Assessors. The expiry date *can* be reset if needed, however, this function is only available to Program Directors and Administrators and should be used sparingly.

Please note: this enhancement was implemented on July 9th 2020. Thus, only EPA assessments triggered *after* this date will have an expiry.

Learning Objective:
Learn how to reset an assessment's expiry date

---

1. Log in to **Elentra** using the following website: https://meded.utoronto.ca/

2. Navigate to the **Faculty** tab on the **Tasks & Results Dashboard**

There are two possible workflows for resetting expired assessment. We will walk you through both.

Expiry Reset Instructions – Workflow 1

1. A view of all faculty who have completed EPA assessments on learners from the program (to date) will appear under the Faculty tab

2. Select the **View assessment tasks** button of the faculty who you want to reset an assessment's expiry date for

If you require assistance, please do not hesitate to contact the Elentra Help Desk at: pgme.mededhelp@utoronto.ca

2

3. Navigate to the **Current Tasks** tab of the faculty's Assessment Task page

/ My Assessments / Faculty One's Assessments

Faculty One's Assessments

Current Tasks	Completed Tasks	Upcoming Tasks	Tasks Completed on Faculty

Search Tasks...   Delivery Date   Delivery Start   Delivery End   + Apply Filters

4. You will see the expiry date listed on each assessment 'card', as indicated by the red arrow below. The initial expiry is set to 7 days from the <u>date of initiation</u> (i.e. the "Delivered on" date in the screenshot below) and *not* the selected date of encounter. To reset the expiry, first select **Go** on the assessment task you want reset

EPA ASSESSMENT FORM - C11 - PERFORM AND INTERPRET TTE

Optional
Complete now
Delivered on **Jun 17, 2020**
Encountered on **Jun 17, 2020**

Initiator: **Program Administrator**

Progress

Assessee: **Learner Five**

🔔 ☐ Select for reminder

| Go ▸ | Remove Task |

EPA ASSESSMENT FORM - F1 - ASSESS AND MANAGE STABLE PATIENTS

Optional
Complete now
Delivered on **Jun 17, 2020**
Encountered on **Jun 17, 2020**

Initiator: **Program Administrator**

Progress

Assessee: **Learner Four**

🔔 ☐ Select for reminder

| Go ▸ | Remove Task |

EPA ASSESSMENT FORM - F1 - ASSESS AND MANAGE STABLE PATIENTS

Optional
Complete now
Delivered on **Jun 26, 2020**
Encountered on **Jun 26, 2020**
Expires on **Jul 3, 2020** ←

Initiator: **Learner One**

Progress

Assessee: **Learner One**

🔔 ☐ Select for reminder

| Go ▸ | Remove Task |

5. Navigate to the **Reset Expiry** button located in the top right hand of the page to extend the expiry date by 7 days <u>from the date of reset</u>

TASKS & RESULTS   START ASSESSMENT   PROGRAMS ▾   ADMIN ▾

/ My Assessments / Assessment Task

# EPA Assessment Form - F1 - Assess and manage stable patients

⟳ Reset Expiry   🗑 Delete Task

Complete the assessment now on this device. The assessor will receive a confirmation email upon submission.

6. Select the **Reset Expiry** button to confirm that you want the assessment's expiry date to be extended by +7 days <u>from the date of reset</u>*

*For example: If the expiry date for an assessment is July 3 and you reset the task expiry date on July 7, the new expiry will be July 14 (+7 days from the date **you reset the task expiry**).
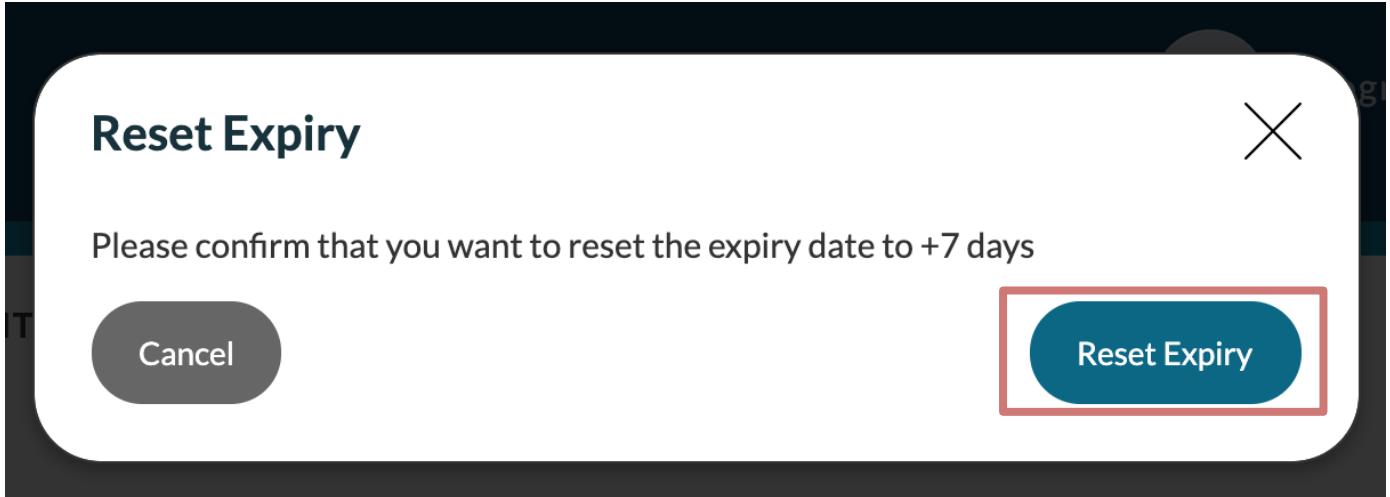
Expiry Reset Instructions – Workflow 2

All expired assessments for your program, can be viewed under the 'Expiry Tab'. To find the expiry tab and reset expired assessments using this workflow, see steps below:

1. Go to **Admin** and select **Assessment and Evaluation**
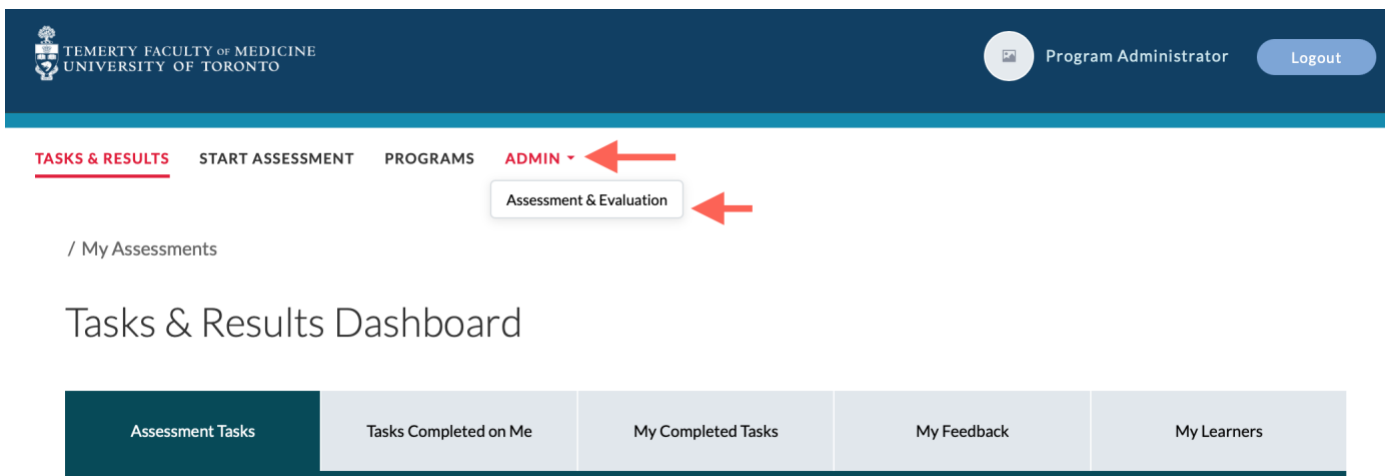
2. Go to the **Expired** tab under Assessments. You can reset these assessments by clicking on the assessment link (under the "task" column, as shown below) to open up the form

Deleting Multiple Expired Assessments

To <u>delete expired multiple expired assessments</u>, you can individually select each task that needs to be deleted by clicking on the box in the last column of the Expired tab and selecting the Delete Task(s) button (see instructions above on how to access), per screenshot below.

Assessment & Evaluation

Assessments	Evaluations	Reports

Assessment Tasks

Outstanding 54 | Upcoming 13 | Expired 490 | Deleted 440 | Completed 973 | Prompted Responses

◀ Previous | Next ▶ | Search Tasks... | Delivery Type Filters | Delivered After Date | Delivered Before Date

🗑 Delete Task(s)

TASK	OWNER	TARGETS	🗑
Assessment 2021-08-31 EPA Assessment Form - C	User 1	1	☐
Assessment 2021-08-31 EPA Assessment Form - C3	User 2	1	☐
Assessment 2021-08-31 EPA Assessment Form - D	User 3	1	☐
Assessment 2021-08-31 EPA Assessment Form - D	User 4	1	☐
Assessment 2021-08-31 EPA Assessment Form - D	User 5	1	☐

An Important Note Regarding Multiple Resets of an Expired Assessment

You **cannot** reset the expiry date multiple times. You may only add an additional 7 days (i.e. <u>1 reset maximum</u>) to an assessment. This ensures the timely completion and more accurate rating of resident performance.